DEFINITION

Under general supervision, performs a variety of standard to difficult instructional program support, tutoring and administrative activities in support of the Dental Hygiene program; performs related duties as required or assigned.

CLASSIFICATION CHARACTERISTICS

Instructional Assistant I – Dental Hygiene is the entry level classification of this instructional support series. This position provides direct support to students. Initially under supervision, incumbents learn about the College Dental Hygiene program and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternately staffed with Instructional Assistant II - Dental Hygiene and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level classification.

Instructional Assistant II – Dental Hygiene is the experienced level classification of this series, competent to perform standard to difficult instructional support services. Incumbents in this classification may be assigned duties in support of students in a laboratory or tutoring capacity or in support of the overall Dental Hygiene program. General work guidelines are normally established by an instructor or educational administrator; however, day-to-day activities require the use of initiative and judgment in specific situations.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares, compiles, collates, maintains, updates and disseminates instructional materials in accordance with instructors' directions (E)
- Develops and presents learning materials and instructional exercises to individuals and groups (E)
- Tutors students individually and/or in small groups to reinforce class material taught in the Dental Hygiene program while keeping abreast of Dental Hygiene program changes (E)
- Coordinates materials, equipment, facilities and supplies for classes (E)
- Sets up, installs, maintains and services equipment, materials and supplies used in dental hygiene classes, workshops and supplemental tutoring sessions (E)
- Trains students and others in the safe use of specialized dental office equipment (e.g. x-ray unit, film processor and duplicator), computer hardware and software, and procedures and processes (E)
- Administers and scores tests and examinations (E)
- Answers students' questions and advises regarding dental hygiene assignments; including the full range of dental hygiene courses taught in the first two years of college (E)
- Assists in completing and processing various forms, certificates and other documents (E)
- Maintains physical environment and condition of facility and its equipment (E)
- Maintains student records; keeps other detailed records such as budget and financial records (E)
- Maintains an inventory of and requisitions supplies and equipment (E)
- Maintains the security of special, technical or hazardous materials, supplies and equipment (E)
- Operates standard office equipment and instructional media (E)
- Prepares periodic and special reports (E)
- Attends to a variety of office administrative details such as arranging for the repair of equipment, transmitting information and keeping reference materials up to date (E)
EXAMPLES OF DUTIES (continued)

- Assists in the recruitment and selection of student assistants and provides instruction in safe work procedures \((E)\)
- May conduct workshops, orientations and meetings
- Performs related duties as required or assigned

\((E) = \text{designates essential functions}\)

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job characteristics as defined under Classification Characteristics.

Knowledge of:

- Subject matter
- Effective instructional techniques
- Principles, theories, practices, methods and equipment of a dental hygiene laboratory in an educational setting
- Health and safety practices related to the Dental Hygiene program
- Occupational Safety and Health Administration (OSHA)/Centers for Disease Control and Prevention (CDC) regulations
- Dental materials and supplies including air compressor and vacuum systems
- Hazardous materials management, dental equipment and repair
- Digital radiology and nitrous oxide analgesia equipment
- Standard office practices and procedures including filing and the operation of office equipment, including personal or on-line computers
- Detailed recordkeeping and budget tracking
- Correct English usage, including spelling, grammar and punctuation
- Computer dental software and its applications (e.g. Dentrix)

Skill in:

- Safely operating, maintaining and demonstrating the use of specialized equipment (e.g. x-ray unit, film processor and duplicator), supplies and materials
- Applying and explaining instructional methods and procedures
- Reading, understanding and presenting course materials to students
- Keeping abreast of Dental Hygiene program changes
- Coordinating multiple projects and meeting deadlines
- Maintaining accurate records, files and databases; including the use of computer dental software
- Preparing clear and concise reports, correspondence and similar written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work including those from diverse backgrounds
- Understanding and following oral and written instructions
- Operating a personal computer to enter, edit and retrieve data and generate reports
- Effectively operating and maintaining an orderly instructional environment
QUALIFICATIONS (continued)

Other Minimum Requirements:

- Specified positions may require possession of and ability to maintain a valid California driver’s license and safe driving record during the course of employment
- Specified positions may require bilingual skills in Spanish/English or other languages
- Specified positions may require registration, licensure or certification related to the assigned instructional program area
- Ability to work in restricted spaces
- Ability to bend and lift up to 20 pounds safely
- Must be willing and able to work at various campus sites

Desirable:

- Current Registered Dental Assistant (RDA) certification or 2 years of dental assisting experience
- X-ray certification

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

**Instructional Assistant I - Dental Hygiene:** Equivalent to completion of two years of college with college level, lower division* coursework in dental hygiene, dental assisting or biology *(transfer-level, sophomore or above) which will provide the knowledge and skills to support the Dental Hygiene program and two years of experience in either educational support work which has included interaction with students in a classroom or tutorial setting, or work in a dental office setting including front office administration and sterilization practices.

**Please note:** additional experience that would provide the required subject matter expertise as outlined above may be substituted for the education on a year-for-year basis and/or additional education may be substituted for the experience on a year-for-year basis.

**Instructional Assistant II - Dental Hygiene:** In addition to the above, one year of full time equivalent experience providing instructional assistance in a laboratory or tutorial setting at a level equivalent to the College’s classification of Instructional Assistant I.

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